

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
BOARD OF TRUSTEES MINUTES
May 22, 2009

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP																
PRESENT: EXCUSED/ ABSENT:	Vivian Branchick, President Nancy Miller, Secretary Minor Anderson Thomas Berne, MD James Doughty, RN Irene Recendez, Vice President Ernest Moreno Rosa Maria Hernandez Elizabeth Jones, RN Maria Torres Flores	GUESTS: Jeff Anderson, RN Jennae Arrias, RN Carol Bloch, RN Carolyn Bloch, RN	Maria Caballero, RN Grace Corse, RN Doris DeHart, RN Maryam Ibrahim, RN James Krause, RN																
CALL TO ORDER & INTRODUCTIONS	V. Branchick called the meeting to order. Members and guests introduced themselves.	Information																	
APPROVAL OF MINUTES	Minutes of February 27, 2008	Approved as written. N. Miller will post on CONAH website.	N. Miller																
MINUTES FOLLOW-UP	1. <u>ACCJC Follow-up: Library and Skills Lab Survey Findings</u> – D. Wagner will bring summary findings following completion of another program review cycle. Survey items were revised and D. Wagner would like to present findings consistent with standardized questions. 2. All other follow-up actions are included on the agenda for this meeting.	1. Approved. N. Miller will schedule D. Wagner for future meeting. 2. Information	1. N. Miller 2. None																
ANNOUNCEMENTS	1. <u>Graduation</u> – V. Branchick invited all members to participate in the School of Nursing (SON) commencement exercised for the classes of 2008-II and 2009-I, which will be held May 27 th at the San Gabriel Civic Auditorium.	Information																	
OLD BUSINESS																			
ACCJC/WASC ACCREDITATION	1. <u>Research and Planning</u> <ul style="list-style-type: none"> Grant Tracking Record – M. Ibrahim distributed and reviewed table listing five grants received in last three years. Table includes grantor, amount awarded, purpose, date received, award period, and status. V. Branchick oversees the Workforce Development Program (WDP), as well as the College. Collaboration with WDP has improved CONAH's access to grant funding. V. Branchick also approved funding for M. Ibrahim to attend a grant-writing class to assist with College grant tracking and reporting. Ms Branchick is pursuing acquisition of a grant writer. SON On Time Completion: Comparison with State and National Averages – M. Ibrahim distributed on time completion rates for academic years 2005-2006, 2006-2007, and 2007-2008. <table border="1"> <thead> <tr> <th></th><th>2005-2006</th><th>2006-2007</th><th>2007-2008</th></tr> </thead> <tbody> <tr> <td>CONAH</td><td>78%</td><td>73%</td><td>59%</td></tr> <tr> <td>California</td><td>70%</td><td>68%</td><td>69%</td></tr> <tr> <td>National</td><td>83%</td><td>80%</td><td>No data</td></tr> </tbody> </table> <ul style="list-style-type: none"> Class Climate Course Evaluation: Example – Employer Survey Class Climate Report form distributed and reviewed as an example of new software clarity and ease of use. M. Ibrahim reviewed the findings related to Background Information, Graduate Observation, Program Effectiveness, summary Profile of responses, and Comments regarding the graduate. Ongoing problem is resolution of Information Systems (IS) firewall problems. M. 		2005-2006	2006-2007	2007-2008	CONAH	78%	73%	59%	California	70%	68%	69%	National	83%	80%	No data	1. Information	1. None
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	<p>Ibrahim can distribute surveys to employers but is unable to receive responses from outside of the LAC Groupwise e-mail system.</p> <ul style="list-style-type: none"> - M. Ibrahim reported that Class Climate surveys of student perceptions of SON courses consistently indicate scores of lower than threshold for the item "test questions are clearly written". Test question item structure and evaluation will be included on the June SON Program Evaluation Workshop agenda. In addition, faculty will be assigned to enter all test questions in a test question data bank and will be able to conduct and track item analysis for each question. <p>2. <u>Program Review and Student Learning Outcomes (SLO)</u> – M. Ibrahim reported that the link between previous and current SLO Reports needs to be strengthened and that reports need to consistently include documentation of quality improvement strategies and recommendations. She has created a guide for creating SLOs to assist faculty in staff.</p> <p>3. <u>Allied Health</u></p> <ul style="list-style-type: none"> - The ACCJC Committee on Substantive Change approved the Allied Health substantive change proposal at the February 20th meeting. - The Allied Health Director exam will be reopened pending Human Resources description of functions. No Personnel Action Requests to hire employees are being approved at this time due to budgetary constraints. <p>4. <u>Information Technology Support and College Information Systems</u> – V. Branchick coordinated a follow-up meeting with College administration and the DHS interim Chief Information Officer (CIO) designee to prioritize ongoing IT support to address accreditation recommendations. The prioritized Project Initiation Request (PIR) was approved by V. Branchick and submitted to the DHS CIO for implementation by July 2009 and is included in this meeting materials. The prioritized PIR includes IT Support for:</p> <ul style="list-style-type: none"> - CAMS implementation - Class Climate survey/evaluation/software full implementation - Website and Intranet site enhancement, organization, update and student access <p>The College Budget Request for 2010-2011 will include funding for:</p> <ul style="list-style-type: none"> - Senior Information Systems Analyst for ongoing IT support - CAMS migration to web-based Enterprise CAMS. Include OVMC extended campus <p>The Automated Library card catalog system is on hold pending funding for:</p> <ul style="list-style-type: none"> - One time system estimate of \$127,500 - One time conversion service cost of \$150,000 - Ongoing and maintenance cost of \$11,250 - Three FTE Library support staff <p>Implementation of the Learning Management System (LMS) is also on hold pending Human Resources readiness to implement.</p>	<p>2. M. Ibrahim will bring an example SLO report to the next meeting</p> <p>3. Information</p> <p>4. M. Caballero will report ongoing progress at next meeting</p>	<p>2. M. Ibrahim</p> <p>3. None</p> <p>4. M. Caballero</p>

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EXTENDED CAMPUS: OLIVE VIEW – UCLA MEDICAL CENTER	<ol style="list-style-type: none"> <u>California Board of Registered Nursing (BRN) Site Visit</u> – J. Anderson reported that M. Bedroni, BRN Senior Nurse Education Consultant conducted a return site visit 4/9/09. She approved the campus for current enrollment (12 students progressing to the 4th semester) and 9 new 3rd semester students. These students will continue to attend theory classes at the main campus and clinical at OVMC. M. Bedroni submitted her findings and recommendation to the 5/14/09 Education and Licensing Committee, who deferred approval until the August meeting, pending correction of deficiencies. M. Bedroni complimented the College for its efforts towards meeting recommendations. However, prior to further enrollment, the BRN requires sufficient resources to support added enrollment. These are cited in the 4/9/09 BRN Visit Follow up matrix or tasks, accountabilities, due dates, and status, which was distributed and reviewed. All tasks for which the College is accountable have been completed. <u>Substantive Change Proposal</u> – The ACCJC Committee on Substantive Change approved the extended campus pending BRN approval. The ACCJC letter was distributed and reviewed. <u>Grant Background</u> – V. Branchick reviewed the grant history: In 2007 LA Care requested grant funding ideas from DHS and OVMC submitted the proposal for a satellite campus without consulting the College. Ms Branchick reinforced that DHS is committed to supporting the extended campus and that she and the College will do everything within their control to fulfill the expectations of the grant and to comply with regulatory standards. To expedite compliance with BRN recommendations, she has requested that tracking of grant fund expenditures be moved from OVMC to the Office of Nursing Affairs. 	<ol style="list-style-type: none"> Will report on status at August meeting 	<ol style="list-style-type: none"> J. Anderson
MEXICAN CONSULATE COLLABORATIVE PROJECT	<ol style="list-style-type: none"> M. Caballero reported that the visa issues have been resolved; an affiliation agreement has been written and is in the process of being reviewed by the Mexican officials. 	Information	
NCLEX-RN PASS RATE	<p>The National Council License Exam – Registered Nurse (NCLEX-RN) first time pass rate for the 14 SON classes that graduated from May 2002 to December 2008 was distributed and reviewed. The College threshold for action is a pass rate of 85% or lower. The average first attempt pass rate for all 14 classes is 89%. The 1st time pass rate has remained higher than 85% since the class of 2005-II and since 2006-I has remained higher than 92%. The repeat attempt pass rate is 99%. Comparison to state and national averages was also distributed and reviewed. The CONAH pass rate has remained greater than state and national averages since the class of 2005-II.</p>	Information	
RECRUITMENT STATUS	<ol style="list-style-type: none"> <u>Spring 2009 Demographics</u> – Were reviewed at the February meeting. Fall demographics will be reviewed at the August meeting. <u>Fall 2009 Projections</u> – M. Caballero presented the SON New Student Actual Enrollment and Capacity data for the Academic Years (AY) 2007-2008 and 2008-2009. The target is an actual enrollment of 90% of capacity or greater. New student enrollment averaged 93% of capacity with AY falling to 86%. Projected new student capacity for Fall semester 2009 is 63. M. Caballero also presented the total enrollment per academic year, semester, and unduplicated count for AY 2004-2005 through 2008-2009. Total SON enrollment has increased from 294 to 381. <u>DHS Hiring Process</u> – The LAC Employment Rate for Students and Graduates was distributed and reviewed. The hiring rate for the seven classes that graduated from 2003-II to 2006-II 	<ol style="list-style-type: none"> Information Information Information 	<ol style="list-style-type: none"> None None None

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	<p>averaged 45%. The class of 2007-I increased to 65%, 2007-II to 83%, and 2008-II declined to 5% (2 graduates) due to budgetary and item constraints.</p> <p>Approximately 75% of the graduates who were hired were retained for two years or longer.</p> <p>An average of 42% of students become Student Nurse Workers (SNWs) and just over half (54%) of the SNWs apply and are hired as LA County RNs.</p> <p>The majority of graduates who are hired by LA County work at the Medical Center (83%), OVMC and H-UCLA hire about 7% each, and the rest are hired by the other DHS facilities.</p>		
NEW BUSINESS			
TUITION AGREEMENT CONTRACT	<p>D. DeHart reported on the Tuition Agreement Contract (TAC) background, issues, and recommendations</p> <p>1. <u>Background</u> – Tuition is \$2400/semester. Students who sign the TAC agree to:</p> <ul style="list-style-type: none"> - Pay \$700/semester - Owe \$1700/semester - Accept LAC employment within 4 months of graduation - Work three years full time at the Medical Center or other DHS facility - Payback loan plus 5% interest, if not hired by DHS. <p>LA County agrees to:</p> <ul style="list-style-type: none"> - Hire the graduate to a full-time IP/RN position - Begin reducing the tuition owed, after one year worked, by \$283.33/month beginning on the 13th month of service. <p>2. <u>Problem</u> – Two graduates from the class that graduated in December 2008 were able to get jobs in LA County facilities.</p> <p>3. <u>Recommendations</u></p> <ul style="list-style-type: none"> - Amend the TAC for the class of 2008-II - Expand LA County hiring locations beyond DHS for example: Sheriffs Department - Extend the TAC grace period. <p>D. DeHart, V. Branchick, and Contracts and Grants will meet regarding TAC and hiring options.</p>	D. DeHart will report on status at the August meeting	D. DeHart
OFF AGENDA ITEMS	None		
NEXT MEETING	<p>August 28, 2009 8:00 to 10:00 p.m. College of Nursing and Allied Health Tower Hall, Room 105</p>	N. Miller will forward agenda and minutes to members prior to meeting.	N. Miller

Approved by: (Signature on file)
Vivian Branchick

Prepared by: (Signature on file)
Nancy Miller